ICREW

User guide

Introduction

ICREW (IHG Coverage Registration of EusoffWorks) is a website provides these services:
- Provides the schedule of IHG events
- Allows the members to register to cover IHG events
- Allows the heads to allocate manpower fairly

Core values

- Correctness: information is correct and will be updated shortly if there are changes.
- Fairness: method "register and wait" is used before "first come first serve".
- Informative: information is displayed intuitively.

Quickstart guide (for members)

1. Make sure you have an account. Contact the wing heads if you have not done so.
2. Login to ICREW at http://icrew.eusoffworks.com/
3. Open "Events" page to see the list of events.
4. To register for an event, click to the event and press "Register".
5. If the event is "Open - First come first serve", you will be immediatelly allocated for that event. If the event is "Open - Register and wait", please wait until the result is released.

Weekly schedule

All the events in Week 0 are set to "Open - First come first serve". For all the events from Week 1 to Week 5, the schedule is set as follows:

Day of week	Activity
Monday	The heads upload the schedule of the next week, (e.g. the schedule of Week 1 is uploaded on Monday of Week 0). All these newly added events will be set to "Open - Register and wait". The members can register for these events and wait for allocation result.
Thursday	Registration for the events of the next week is closed at 23:59.
Friday	The allocation result for the next week is released. Events with insufficent manpower will be set to "Open - First come first serve".

Note that at any point of time, any member can register for an event if its status is "Open - First come first serve".

Event status

Status	Meaning
Open - Register and wait	You can register for the event. However, the result will only be released on Friday.
Open - First come first serve	You can register for the event. Once done, you are immediately allocated to the event.
Closed - Unopened	Please wait until the registration is open.
Closed - Event cancelled	The event is cancelled.
Closed - Registration closed	The registration is closed for a special reason.
Closed - Demand fulfilled	No more slots.
Closed - Unfulfilled	The event started without sufficient manpower.

Please refer to this image for more information:

ICREW - Status Decision Tree